



Wyoming Department of Education

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MEMORANDUM NO. 2010-149

TO: School District Superintendents
WISE Coordinators

FROM: Leslie Zimmerschied, Data Quality Specialist
Information Management Division

DATE: August 27, 2010

SUBJECT: Fall 2010 WDE684 – WISE Teacher/Course/Student Data Collection



IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) announces the Fall 2010 WDE684 – WISE Teacher/Course/Student data collection.

This memorandum provides details on the upcoming collection, as well as information on the firm correction timeline and acceptance process.

Information on the WDE684 Collection

What is the WDE684 data collection?

The WDE684 is the authoritative collection of student-level demographic, enrollment and course information. This report includes vital and social statistics on students in Wyoming Schools. There are several authorities that allow the WDE to collect data for the WDE684 collection. They are: W.S. § 21-2-304(a) (v); W.S. §21-2-203; and No Child Left Behind Title I Part A.

What is the purpose of the WDE684 data?

The data collected by the WDE684 is critical and essential to the continual growth of Wyoming's information education system. The data from the WDE684 collection is made available in a clear and useful way through public report cards such as the Wyoming Education Summary.

What training will be provided?

Two WEN Video trainings have been scheduled to detail all aspects of the Fall 2010 WDE684 data collection, including data compilation and submission. Everyone is welcome to attend. Please contact your local WEN Video scheduler to sign up for this event.

- Thursday, September 23, 2:00pm – 4:00pm
- Tuesday, October 12, 10:00am – 12:00pm

Who should attend the trainings?

Both technical and content personnel should attend. WDE recommends that each WISE Coordinator attend, along with all personnel responsible for tracking student demographics and vital statistics. Anyone who is responsible for the data entry related to data being collected on the WDE684 would benefit from this training.

How will the data be submitted?

The collection will be submitted through the State Report Manager (SRM) on the Wyoming Integrated Statewide Education (WISE) Data System. Each school district has unique and secure log-in information.

When is the collection window?

The data collection window is from October 1, 2010, through October 15, 2010. The Fall 2010 WDE684 data collection is due on or before October 15, 2010.

Where are the collection documents posted?

The current data elements and guidebook are available on the WISE Data System website at <https://www.k12.wy.us/wise/>.

What has changed within the WDE684 collection?

One data element "StudentEnrolledDistrict" has been eliminated.

A new element "HomeLanguage" has been added. Home language is the language spoken in the student's home as reported on the Home Language Survey (HLS). This is a three digit code. Valid values must come from the ISO-639-3 code list found here: <http://sil.org/iso639-3/codes.asp>. This element is required for all students.

Information on the WDE684 correction timeline:

Why is the accuracy of the Fall 2010 WDE684 data important?

The Fall WDE684 data is needed to make effective policy decisions about instructional programs, dropout prevention strategies, and graduation requirements.

Why do we need a data correction deadline?

Corrections to the Fall 2010 WDE684 data are restricted to a firm timeline in order to meet the deadlines of public reporting.

What is the data correction timeline?

The enclosed flowchart identifies a set of dates to provide a firm schedule for making any necessary changes to the Fall 2010 WDE684 data. Opportunities

for districts to make corrections exist between October 1st and November 12th, 2010. **No changes to the WDE684 demographic data will be made after November 19, 2010.**

On November 29th, 2010, district personnel will be provided with Graduation and Dropout Rates for review. Districts will have one week to review exit data and calculated rates. An acknowledgement letter, signed by the superintendent, must be received at the WDE no later than 5:00pm on December 3rd, 2010.

How do I access the data?

The WDE684 data will be available through the Wyoming Education Fusion portal (<http://fusion.edu.wyoming.gov>). District personnel directly responsible for collecting and reporting the data will be granted access. If there are additional personnel within your district who should have access, please contact your district's Fusion Administrator.

Whom do I contact for more information?

If you have any questions regarding the content or submission of the WDE684, please contact Leslie Zimmerschied at lzimme@educ.state.wy.us or 307-777-8751.

If you have any questions about the WISE Data System, please contact Drew Dilly at ddilly@educ.state.wy.us or 307-777-3656.

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Enclosure

